

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Staff Services Manager II (Supervisory)
Position #:	051-640-4801-004
Salary Range:	\$5576-\$6727
Issue Date:	January 30, 2009
Contact:	Laura Nicholls (916) 323-1598
Location:	Division of Audits 300 Capitol Mall, Ste 418 Sacramento, CA 95814
Final Filing Date:	Statewide Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

With direction provided by the Bureau Chief (Staff Services Manager III), the Staff Services Manager II (SSM II) will supervise and manage professional staff members who are responsible for the division's administrative support services function. The SSM II will act as liaison with Administration Division to formulate guidelines and procedures which affects the overall administration of the division. The SSM II promotes open communication to enhance the team concept. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Manage the divisions' budget, HR, payroll, accounting, billings, contracts, facilities operation, file management, travel expense, and legislation. Supervise, mentor and train professional staff and assign resources to accomplish the division's various administrative functions.
- Oversee and monitor the divisions' fiscal process. Work with management and staff to develop and monitor the divisions' budget, fund condition, indirect cost rate, projections, position control, Feasibility Study Reports, and Budget Change Proposals.
- Respond to administrative drills. Present fiscal information and analysis to help management in making critical fiscal decisions. Provide mentoring and on-the-job training to staff members. Prepare employee evaluations and probation reports.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
300 Capitol Mall, Ste 418
Sacramento, CA 95814